United States Olympic Committee

TEAM LEADER SELECTION PROCEDURE FORM

for the

2012 PARALYMPIC GAMES

USA ARCHERY
TEAM LEADER SELECTION PROCEDURES
2012 PARALYMPIC GAMES
LONDON, ENGLAND
September 21, 2010

These procedures provide for selection of USA Archery Team Leader for the 2012 Paralympic Games. However, accreditation allocation is not guaranteed and will be based on final USOC credential allocation and overall team size.

1. What are the NGB's/PSO's criteria for Team Leader position (attach a job description, if any)?

   Team Leader must:

   i. Successfully pass a USOC approved background check.
   ii. Possess a valid passport that does not expire until at least six months after the conclusion of the Games.
   iii. Have the ability to work effectively with the USOC.
   iv. Have strong administrative, communication and organizational capabilities/skills.
   v. Be responsible for Team's adherence to all rules regarding discipline at the Games.
   vi. Fulfill all duties and requirements of the USOC including attendance at USOC Games related meetings.
   vii. Be available for entire duration of the Games.
   viii. Have a proven successful record as a Team Leader at International Competitions.
   ix. Have the NGB's/PSO's approval to make financial decisions regarding the Team.
   x. Be in good health and able to withstand the physical rigors of traveling with and working with the Team.
   xi. Sign the USAA Code of Conduct (Attachment A) & USAA Waiver of Release (Attachment B).

2. How will the NGB/PSO make known the Team Leader position and/or application process?

   USAA High Performance Manager and the members of the International Team Staffing (ITS) Program will be advised of the availability of the position through email notification.

3. Describe the intended method of:

   A. Identifying the pool of candidates to be considered for Team Leader position:

   Must be a member of USAA ITS Program or the High Performance Manager to be in the eligible pool of candidates. Applicants will have 30 days to submit their resume from the date of sent email notification.

B. Selecting the candidate(s) who best fits the job description for Team Leader:

A Selection Committee consisting of the USAA Para-National Head Coach, USAA National Head Coach, USAA Chief Executive Officer, USAA High Performance Manager, USAA Coach Development Manager, and the USAA Para Archery Athlete Advisory Council Representative will recommend an eligible member from the USAA ITS Program Pool or the High Performance Manager who applies for the position and best fits the listed criteria in number one above. In the event that the USAA High Performance Manager is among the candidates for the Team Leader position, he/she will recuse themselves from this committee during selection.

4. Describe the removal of Team Leader:

An individual who is to be nominated as the Team Leader by the NGB/PSO may be removed as a nominee for any of the following reasons, as determined by the NGB/PSO.

- Voluntary withdrawal. Team Leader nominee must submit a written letter to the NGB/PSO CEO/Executive Director.
- Injury or illness as certified by an approved NGB/PSO physician (or medical staff). If the individual refuses verification of his/her illness or injury by an approved NGB/PSO physician (or medical staff), his/her injury will be assumed to be disabling and he/she may be removed.
- Violation of the NGB's/PSO's Code of Conduct. (Attachment A)

Once a Team Leader nomination is accepted by the USOC, the Team Leader is subject to the USOC Code of Conduct and Grievance Procedures.

5. Describe the replacement of Team Leader:

In the event that the Nominated Team Leader is unable to perform the duties of Team Leader, for injury, illness, Code of Conduct violation or any other unforeseen circumstances that would result in the need to replace him/her, the replacement candidate must meet all of the criteria listed in #1 above.

6. Which group/committee will make the final:

A. Recommendation of the Team Leader

A Selection Committee consisting of the USAA Para-National Head Coach, USAA National Head Coach, USAA Chief Executive Officer, USAA High Performance Manager, USAA Coach Development Manager, and the USAA Para Archery Athlete Advisory Council Representative will recommend an eligible member from the USAA ITS Program Pool or High Performance Manager, who applies for the position and best fits the listed criteria in number one above.

In the event that the USAA High Performance Manager is among the candidates for the Team Leader position, he/she will recue themselves from this committee during selection.

B. Approval for the Team Leader

Final approval will be made by the USAA Board of Directors.

7. Conflict of Interest:

An individual who is being considered for the Team Leader position and who is involved in the selection process shall recuse him or herself from any discussion or decision involving selection of the Team Leader.

8. Publicity/Distribution of Procedures:

The USOC approved selection procedures (complete and unaltered) will be posted/published by the NGB/PSO in the following locations and will include the USOC approval date:

A. Web site: www.usarchery.org

These procedures will be posted as soon as possible, but not more than five days following notice of approval by the USOC.

B. Official Publication (if any): N / A

C. Other: N/A

Position	Print Name	Signature	Date
NGB/PSO President or CEO/Executive Director	DENISE PARKER	D. Parker	11/11/10
USOC Athletes' Advisory Council Representative*	Brady Ellison	Brady Ellison	11/20/10

*If USOC AAC Representative has delegated authority to the Alternate AAC Representative to sign the Selection Procedures, attach a letter from the AAC Representative indicating the reason he/she has delegated authority.

Attachment A

USAA CODE OF ETHICS

OUR COMMITMENT

USAA and its members are committed to the highest levels of ethics, integrity, compliance and sportsmanlike conduct in connection with training, practice and competition in the sport of archery. Participating at an event, training camp or competition sanctioned by USAA, the National Archery Association of the US (NAA) and/or the United States Olympic Committee (USOC), or competing as or traveling with a member of a team sponsored by USAA, NAA or the USOC is an honor, and each such participant, as a representative of the United States of America and the sport of archery, must be committed to maintaining this high standard of conduct. The USAA Code of Ethics is the cornerstone of that commitment and defines USAA's expectations for athletes, coaches, trainers, managers, judges, officials and USAA directors, officers, employees and volunteers. USAA may take disciplinary action against any such person who fails to comply with this Code of Ethics, applicable laws or USAA rules, policies and procedures.

OUR PEOPLE

USAA and its members are committed to maintaining work, training and sports environments that are culturally diverse and free from all forms of discrimination, harassment and retaliation. We comply with all applicable civil rights, human rights, employment and health and safety laws wherever we work, train, practice or compete.

OUR TEAMS

Members of teams sponsored by USAA, the NAA and/or the USOC and the coaches, managers, staff, judges and other officials who supervise them are committed to acting in a sportsmanlike manner consistent with the spirit of fair play and responsible conduct. We refrain from conduct detracting from our ability or that of our teammates to attain peak performance. We follow all team rules of conduct established by USAA, the USOC, NAA or any person vested with the authority of leading an international team, including

but not limited to team rules related to deportment, curfew, practice, team meeting attendance and prompt attendance at competitions.

OUR COUNTRY

USAA and its members who engage in international competition recognize that they are at all times ambassadors for our country, the sport of archery, the USAA and/or the USOC. We are committed to acting in a manner that will bring respect and honor to ourselves, our teammates, USAA and the United States of America. We respect and comply with all local, state and national laws, statutes, ordinances and all customs and traditions of the countries in which we may travel and compete.

OUR JUDGES AND COMPETITORS

USAA and its members are committed to fair competition, and respect the members of other teams, their coaches and staff as well as all spectators, judges and other officials, wherever we work, train or compete.

OUR BUSINESS PARTNERS

USAA selects its business partners, including our sponsors, suppliers and contractors, based on merit, reputation and ability to help USAA meet its objectives. We comply with all laws and regulations applicable to our business.

OUR INTERESTS

USAA directors, officers, employees and volunteers promote and protect USAA's interests. We do not compete with USAA or improperly use our relationship with USAA for personal gain. We undertake all necessary efforts to avoid conflicts of interest and, where such conflicts are inevitable, we disclose and resolve such issues immediately. We do not offer or accept gifts, hospitality or entertainment that may be inappropriate or may affect or otherwise appear to influence our judgment or any decision we may make as a director, officer, employee or representative of USAA.

OUR INFORMATION AND ASSETS

USAA complies with all applicable privacy laws and regulations in the protection and management of personal information, including that of USAA's members. We maintain only those records required for our business, legal or contractual purposes and limit access to such data to those who need the information for legitimate purposes. USAA directors, officers, employees and volunteers safeguard USAA's physical property and

financial assets by following USAA policies to prevent their loss, theft or unauthorized use. All expenditures are undertaken for legitimate purposes and never for personal use.

USAA POLICIES

In addition to the Code of Ethics, USAA members, directors, officers, employees and volunteers are required to comply with all applicable local, state, federal and international laws, statutes and ordinances and USAA rules, policies and procedures as in effect from time to time, including the USAA policies regarding:

- Harassment and Sexual Abuse
- Drugs and Alcohol
- Sportsmanlike Conduct

USAA directors, officers, employees and volunteers who work for or represent USAA in its corporate activities are also required to comply with the USAA Conflict of Interest Policy.

Copies of these policies and all USAA policies are available on the USAA website.

PLEDGE

Each year, every USAA director, officer, employee and volunteer and each USAA member who participates as an athlete, coach, judge, trainer, manager or other official at any event, training camp or program or competition sponsored by USAA, NAA or the USOC must pledge to uphold the spirit of the USAA Code of Ethics by signing the appropriate Pledge (Athlete Pledge or Pledge for Non-Athlete Participants). Copies of the Pledges can be found on the USAA website. The signing of the Pledge without modification is a condition of participation at any USAA, NAA or USOC sanctioned event, selection to any USAA or USOC sponsored Team, election to the Board of Directors of USAA and employment by USAA.

REPORTING

All USAA directors, officers, employees, volunteers and members are encouraged to report suspected or observed violations of the Code of Ethics or any law or USAA rule, policy or procedure by contacting a USAA director or officer, a Team Captain or Team Manager or a member of the USAA Board of Justice. USAA will not retaliate against anyone who reports, in good faith, suspected violations of this Code of Ethics, a law or USAA rule, policy or procedure.

DISCIPLINE AND DISCIPLINARY PROCEDURES

All alleged violations of this Code of Ethics or any USAA policy will be submitted to a hearing panel appointed by the USAA Board of Justice for resolution pursuant to the complaint procedures set forth in Article XV of the USAA By-Laws (available on the USAA website). If an alleged violation occurs when a team sponsored by USAA, NAA or the USOC is traveling to or from, or participating at, a competition and it is necessary to expedite the proceeding in order to resolve a matter relating to the competition, such matter shall be resolved pursuant to the expedited procedures set forth in Section 15.10 of Article XV which require that such complaint shall be heard and decided within twenty-four (24) hours of the filing.

Each USAA director, officer, employee, volunteer and member understands that the panel appointed by Board of Justice will determine whether a violation has occurred and if so what discipline, if any, is warranted. Those persons also understand that such discipline may include immediate dismissal from a training camp or competition, or from a USAA, NAA or USOC sponsored team, being precluded from participating at USAA, NAA or USOC sanctioned events or other competitions and being sent home at the person's own expense.

FURTHER INFORMATION

For guidance and questions regarding the USAA Code of Ethics please contact the Chairman of the USAA Ethics Committee or the Chairman of the USAA Audit Committee.

PLEDGE FOR PARTICIPANTS OTHER THAN ATHLETES
(USAA Board Members, Officers, Employees and Volunteers
and Coaches, Trainers, Managers, Judges and Officials)

I pledge to uphold the spirit of the USAA Code of Ethics (Code), which offers a general guide to my conduct as a coach, trainer, manager, judge or official or other supervisor of any athlete who is a member of any team sponsored by USAA, NAA or the USOC (USAA Team) or competing at any USAA, NAA or USOC sanctioned event, training camp or competition (USAA Event,) or as a director, officer, employee or volunteer of USAA. I have been informed that the USAA and NAA have created a Board of Justice to appoint hearing panels to consider appropriate disciplinary and/or other actions following any alleged violation of the Code, and established disciplinary procedures which are set forth in the USAA Bylaws (Complaint Procedures) that will apply if I am charged with any violation of the Code.

I have read, understand and accept (1) the USAA Code of Ethics, including each of the Complaint Procedures, the USAA Harassment and Sexual Abuse Policy, the USAA Sportsmanlike Conduct Policy and the USAA Drugs and Alcohol Policy, (2) if I am also a director, officer, employee or volunteer representing USAA, the USAA Conflict of Interests Policy, and (3) the USAA rules and regulations referred to in the Code of Ethics. I agree to the rules, guidelines and procedures stated in these documents and agree that my conduct as a participant a USAA Event or as a director, officer, employee or volunteer of USAA will at all times comply with all applicable laws, statutes and ordinances.

By signing this Pledge, (1) I agree to abide by the USAA Code of Ethics, including each of the Complaint Procedures, USAA policies, rules and regulations referred to in the Code, (2) I agree to submit any dispute that arises in relation to my participation at any USAA Event or as a director, officer, employee or volunteer of USAA to the Board of Justice or to the hearing panel designated for expedited hearings, if applicable, pursuant to the Complaint Procedures, (3) I acknowledge that any violation by me of the Code, including any of the applicable USAA policies, rules and regulations referred to therein, may result in discipline, including my immediate termination, my immediate dismissal from a USAA Event, my being precluded from participating at a USAA Event or other competition and my being sent home at my own expense, and (4) I acknowledge that the Code, the Complaint Procedures and the USAA policies, rules and regulations apply as soon as I sign this Pledge.

I understand that my signing and acceptance of the provisions of this Pledge is a condition of my participation at any USAA Event, my serving as a director on the USAA Board or my employment or volunteer work with USAA, and that this Pledge must be signed as written, without change, in all applicable places. I understand that I will be subject to the Code, including the applicable USAA policies, rules and regulations referred to therein, for the duration of my term on the USAA Board, the duration of my employment by or volunteer work with USAA or the duration of the activities at any USAA Event, and that the duration of any USAA Event is defined as the period beginning when I arrive at the USAA Event and continuing until I am no longer at such USAA Event.

_____ _____

Signature Date

USA ARCHERY

CONFLICT OF INTEREST DISCLOSURE STATEMENT

(Use additional sheets if necessary)

1. If you or any member of your immediate family is an officer, partner, owner or employee of any entity which does business with USAA, please list the name and address of the entity(ies), the nature of your relationship with the entity(ies) and describe the dealings. If none, please state "none."

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2. If you or any member of your immediate family holds an ownership interest in a closely-held company, or at least a 5% ownership interest in any public company, which does business with USAA, please list the name and address of the entity(ies), the nature of your relationship with the entity(ies) and describe the dealings. If none, please state "none."

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3. If you have reason to believe that any of the entities with which you or immediate members of your family are affiliated may have business dealings with USAA in the future, please list those entities and the nature of such dealings. If none, please state "none."

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4. If there is any relationship or matter not disclosed above, which might be perceived to compromise your obligations to USAA under USAA's Code of Conduct Policies or which may raise questions of a conflict between your duty and loyalty to USAA and your economic self-interest, please indicate here what that relationship or matter is. If none, please state "none."

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Print Name

_____ _____
Signature Date

Attachment B

ASSUMPTION OF RISK, RELEASE AND INDEMNIFICATION
(Adult)

The undersigned has decided to participate of their own free will in the 2012 Paralympic Games, to be held in London, England from August 29 – September 9, 2012 and any corresponding events associated with being a team member of stated competition (the "Event"). In doing so, the undersigned shall not be an official delegate or representative of The National Archery Association of the United States, d/b/a USA Archery ("USA Archery").

In consideration for the opportunity to voluntarily travel to and from, and to participate in the Event, the undersigned, individually, and on behalf of their heirs, personal representatives, administrators, successors and assigns (collectively referred to herein as "Participant"), AGREES TO ASSUME THE RISK AND RESPONSIBILITY, AND TO RELEASE AND TO INDEMNIFY USA Archery, its employees, directors, officers, members, officials, coaches, committees, volunteers, affiliates, representatives, agents, and their respective successors and assigns (hereinafter collectively referred to herein as USA Archery), as follows:

1. Assumption of Risk and Responsibility.

A. Participant recognizes, understands, appreciates, and acknowledges: (i) the danger and risks of injury that may occur in archery, generally, and in the course of preparing for, participating in, traveling to or from, or staying at accommodations provided at the Event, specifically, whether as a competitor, coach, official, volunteer, USA Archery staff person or otherwise, (ii) that such activities may involve risk of permanent, temporary, total or partial disability, death, injury, illness or other harm, (iii) that Participant voluntarily engages in such activities with adequate prior knowledge of such risks and dangers, (iv) that USA Archery is not responsible for the conduct, acts or omissions of any nature of the Event organizers, hosts, or sponsors or of any third persons or parties and (v) that international travel and traveling into and staying in the country hosting the Event and the region may have risks and dangers of natural disasters, acts of God, war, riot, insurrection, terrorism, and other circumstance of instability and volatility.

B. Participant agrees to and does assume all legal and financial responsibility for (i) any and all risks and dangers referred to in the preceding paragraph, (ii) any and all injuries, damages and losses, whether to person or property, and whether physical, psychological, social or economic, that Participant may in any manner and from whatever cause sustain in connection with participation in, travel to and from, accommodations during, and the conduct and management of the Event, including such injury or damage that may result from negligence or from any other cause and (ii) subject to any applicable insurance coverage, all treatment, hospitalization and other care rendered to Participant in the event of their illness, injury or other emergent circumstance in connection with his participation in, travel to and from, and/or accommodations during the Event.

2. Release and Indemnification. Participant hereby fully and forever releases, discharges, holds harmless and agrees to indemnify USA Archery from and against any and all liabilities, losses, claims, demands, litigation, damages and judgments, present or future, known or unknown, valid or invalid, direct or consequential (whether physical, psychological, social, economic or otherwise), together with reasonable costs and attorney fees, which result directly or indirectly from injuries, illness, disability (whether permanent, temporary, total or partial), death or other harm to Participant or Participant's property or otherwise. Such release and indemnification applies to any injury, illness, disability, death or other harm incurred during or in connection with any activities associated with or being a part of the Event and the conduct and management thereof, including any participation, travel, accommodations or emergency medical treatment, hospitalization or other care rendered or provided in connection with the Event, and any other risks or dangers referred to in paragraph 1.A., above, whether such loss, damage, injury, illness, disability, death or other harm results from negligence or from any other cause.

PARTICIPANT ACKNOWLEDGES THAT: (I) PARTICIPANT HAS HAD SUFFICIENT OPPORTUNITY TO REVIEW THE PROVISIONS OF THIS DOCUMENT AND UNDERSTANDS ITS PURPOSE, MEANING AND INTENT, (II) PARTICIPANT HAS SIGNED THIS DOCUMENT FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTENDS IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY THE LAW AND (III) IF ANY PORTION OF THIS DOCUMENT IS HELD TO BE INVALID THAT THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

_____	_____
Print Name of Participant	Print Name of Witness
_____	_____
Signature of Participant	Signature of Witness
_____	_____
Date	Date